

V PROGRAM

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Program Narrative

The following program was developed with input from the Senior Center staff and the Needham COA with reference to current facilities – both Pickering Street and Ridge Hill – and a previous programming study. The Senior Center program is designed to provide a building that will serve the community of Needham's current and future size and support the participation of its older citizens.

Program phasing was discussed and priorities established. It was determined that the first phase must, at a minimum, accommodate a multi-purpose room that is as big or bigger than the current multi-purpose room (1,530 square feet) at Pickering Street.

The program spaces are grouped into the following major components:

Entrance / Lobbies

The building requires a lobby that orients and directs visitors. It needs to be large enough to accommodate large numbers of individuals arriving and leaving events in the multipurpose room. An information reception desk is located in this area.

An open grand stair, located near the lobby, should provide a visual connection between the two levels of the building.

Casual breakout spaces should be located throughout the center for informal small gatherings. A small lounge on the second floor would help bring a higher level of activity to the upper floor.

Coffee bar: a counter for serving coffee, tea and snacks should be provided near the lobby and lounge, preferably with seating and small tables.

Senior Center Program Areas

The program areas provide space for the social activities of the Senior Center and include:

- *Multipurpose Room*: provides space for activities including daily meals, special func-

tions, meetings, performances, and recreation/ exercise classes. A 3,200 square foot room can accommodate 320 for lecture seating, and between 190 and 215 for banquet seating. The multipurpose room is planned to have a 500 square foot performance platform. An operable partition will divide the room into two spaces; one for daily meals and one for other uses including exercise classes.

In Phase 1, the smaller portion of the multipurpose room plus the area slated for the performance platform in Phase 2 will provide 1,550 square feet. Phase 2 will include the addition of the larger portion of the room – 2,100 square feet.

- *Lounge/Library*: provides a welcoming and comfortable place for activities including reading, visiting with friends, playing cards and other games, and doing puzzles. Space would also be available for books, game storage, display of pamphlets and other announcements. This space may also contain a gas fireplace with surrounding cabinetry to create a warm and residential ambience conducive to quiet conversation and reading.
- *Arts & Crafts Rooms*: provide space for messy arts activities and clean crafts; ideally they should have access to outdoor terrace. Storage and sink required.
- *Game Room*: provides space for two billiards tables, games tables, and similar recreational activities.
- *Computer Room*: provides space for computer users – entire center should be wired for WIFI.
- *Fitness Room*: provides space for exercise equipment and mats for individual exercise and related storage.
- *General Classrooms*: provide space for classes and meetings. There may be need for more than one general classroom, depending upon program offerings.
- *Conference / Card Room*: provides a conference room which additionally can be used for small classes and card games.

- *Media Room:* provides intimate space for listening to music, watching television / video programs / movies.
- *Gift / Consignment Shop:* provides space for sale of gifts, consignment and craft items produced by seniors.

Phase 3 Program Areas

The following areas are considered future program expansion and would be located in the basement. Program needs should be re-evaluated prior to commencing with Phase 3.

- *Woodworking shop:* provides space for woodworking activities, including the use of selected power tools and materials storage. Sound attenuation to limit sound transmission to other spaces is needed.
- *Music Room:* provides space for music related activities including piano and instrument playing in addition to general classes and meetings. Sound attenuation to limit sound transmission to other spaces is needed.
- *Theater Space:* provides space for drama activities and could be connected to music room for flexibility of use.
- *Pottery Room:* provides space for pottery wheels, kiln, workspace, and supply and project storage.
- *Greenhouse:* provides space for year-round gardening activities and storage of supplies. Windows with southern exposure are required.

Senior Center Administration

The staff area should contain a reception desk for greeting and assisting guests, and an area for staff and volunteer desks. The director and assistant director should have separate offices with a visual connection to the reception and lobby areas. A copy room with storage and work surfaces should also be provided. An area at or near the reception desk should be provided for activity registration.

Social Services

- *Social Worker:* provide workspace for the social worker and small counseling sessions.
- *Outreach Office:* provide workspace for the outreach worker and part time social worker.

- *Health Room:* provide space for health screenings and counseling.
- *Group Counseling / Staff Break Room:* provide space for more informal group counseling with couches and comfortable chairs. This space would have a kitchenette and would also serve as the staff break area.
- Consideration should be made for a possible staff toilet.

Food Service

The commercial kitchen needs to accommodate reheated or cooked from scratch meals either for on-site meals, outreach meals and functions. The kitchen must be able to handle serving meals (on-site and delivered) for up to 250 people.

Receiving, food pantry, and clerical space should be included in the food service area.

The pantry/receiving area should have direct access to the exterior for receiving of food, for deliveries of a potential future delivered meals program, and dumpster access.

Toilet Facilities

In addition to one set of rest rooms, one "companion" unisex toilet should be provided on each floor. The companion toilet is recommended for two reasons: 1) it should be located somewhat remote from main the set of toilets to reduce the distance from program space to a toilet; 2) it also allows an elder to be assisted by a spouse or caregiver while maintaining privacy and dignity.

Shower: Consideration should be made for including an HCP shower in the 2nd floor companion toilet in Phase 1. A potential LEED credit would be supported by the provision of a shower.

Phase 3: Locker Room / Changing Area: Provide space for changing into exercise clothing.

Support

Mechanical space for the domestic hot water boiler and any electrical equipment will be needed. The equipment for the HVAC system could be accommodated in the attic areas and or the basement. Condensers could be located on

portions of flat roofs or on pads outside of the building. Condensers may be eliminated if the geothermal option is chosen.

Multipurpose room storage is necessary to accommodate tables, chairs and audio visual equipment when they are not in use.

Coat storage should be provided throughout the center, with a large proportion being provided near the multi-purpose room. Coat storage is best provided without doors in "thick walls" along corridors or within classrooms rather than in coatrooms where bottlenecks occur after large events.

Health Equipment Storage

Storage dedicated to health equipment such as wheel chairs, walkers, and other equipment related to elder care and fitness should be provided. Direct access to service parking area is desirable.

Additional storage, besides the multi-purpose room, arts and crafts, and medical equipment storage areas, should be provided throughout the building, with a general storage room located on the second floor.

Electrical and janitor's closets with adequate work space (room for a small work bench) are to be provided at each level.

Exterior Access Storage

A storage room capable of accommodating a snow blower, shovels, rakes, sand/salt and other site maintenance items should be provided, preferably near the main entry.

Outdoor Furniture Storage

A storage room for storing outdoor furniture during the winter months should be provided, preferably adjacent to terrace and porch areas.

Exterior Spaces

Front door

An identifiable "front door" with a drive-up / drop-off area is an important element in a successful Senior Center.

The drop-off area should be large enough to accommodate shuttle buses and vans, and where possible provide covered access. Additionally, this area should provide a temporary parking area to accommodate elders being picked up and dropped off in cars. A safe walking path from the main parking field to the building should be provided. When possible there should be no curb at the immediate drop off area adjacent to the main entrance. The walk area from the drop off to the door should be covered.

Porch

A front porch or small covered area with seating near the drop-off should provide an area out of the weather/sun for a patron waiting for a ride.

Terrace

A partially shaded terrace with seating areas should be provided, where possible, to accommodate outdoor gatherings. This terrace should be accessible from public circulation, the lounge, and the multi-purpose room, and should face south or west.

Screened Porch

A screened porch, potentially demountable in the winter, should be provided to allow patrons to sit outside while being protected from insects.

Garden and Other Outdoor Activities

A garden area for planting, casual gatherings or quiet retreats is desirable.

Where possible, other outdoor activities should be provided, such as a grille area, bocce courts, horse shoes, shuffle board, and raised handi-capped accessible gardening beds.

Parking

Based on the anticipated occupancy of the multi-purpose room, parking for Phase 1 should range from about 70 to 100 parking spaces and for Phase 2 about a total of 150 spaces are recommended. Phase 3 would not require additional parking. The parking area should allow space for vans and shuttle busses. A dedicated loading area for the kitchen well separated from the main entrance is recommended.

Parking spaces for elder use should be no less than 9'-6" wide with wheel stops where appropriate and should be defined by double painted lines.

Population Statistics

According to MISER (Massachusetts Institute for Social and Economic Research, University of Massachusetts, Amherst) mid-level projections and US Census Bureau statistics, the overall and elder populations (60+ years) for the Town of Needham are as follows:

NEEDHAM POPULATION DATA CENSUS/ MISER PROJECTION

Demographic	CENSUS		PROJECTION	
	1990	2000	2010	2020
Town Total	27,557	28,911	27,226	24,654
Elder 60+	6,089	6,371	6,725	7,573
School Age	4,947	6,009	6,071	4,752

MISER-Massachusetts Institute for Social and Economic Research, Mid-Level Projections, UMass, Amherst, December 2003; US Census Bureau, Census 2000

While the total population of the town is expected to decrease by 15% from the year 2000 to 2020, the adult population over 60 is expected to increase. From the year 2000, the elder population is expected to increase 20% to more than 7,500 by the year 2020. In the year 2000, the elder population comprised 22% of the Town's population, in 2010 it is expected to rise to 25% and in 2020 it is expected to rise to 31%.

(See Appendix A for raw data.)

BUILDING PROGRAM SUMMARY*As-designed building program.*

<u>Name of Room</u>	<u>Net Square Feet</u>
ENTRANCE	
Lobby	500
Open Stair	300
Total Net	800

PROGRAM AREAS

Multi-Purpose Room Area 1	1,585
(incl. 525sf performance platform in Phase 2)	
Multi-Purpose Room Area 2 (Phase 2)	2,085
Lounge/Library (incl. 100sf area for gift shop)	995
Reading Lounge	300
Game	900
Arts & Crafts Classroom	650
Computer / Classroom	510
General Classroom	690
Media Room / TV	300
Card / Conference Room	450
Fitness Equip. Center	1,070
Screen Porch	300
Music (Phase 3)*	710
Drama / Black Box Theater (Phase 3)*	610
Woodworking (Phase 3)*	960
Pottery (Phase 3)*	800
Potting / Garden (Phase 3)*	800
Total Net	14,392

ADMINISTRATION

Reception	90
Director	160
Office	120
Office	120
Staff	550
Office Supply / Copy Room	85
Total Net	1,125

SOCIAL SERVICES

Health	120
Outreach Coordinator & Volunteer	175
Social Worker	130
Counseling / Break Room	300
Total Net	725

*Phase 3 programming to be revisited prior to constructing Phase 3.

<u>Name of Room</u>	<u>Net Square Feet</u>
FOOD SERVICE	
Kitchen	425
Office / Pantry Storage	175
Loading / Receiving	85
Total Net	685

REST ROOMS

Men (1 st)	165
Women (1 st)	180
'Companion' Unisex Toilet	60
Men (2 nd)	135
Women (2 nd)	145
'Companion' Toilet w/ shower (2 nd)	70
Men (Basement- Phase 3)*	118
Women (Basement- Phase 3)*	125
Locker/Changing/Shwr 2@275 (Ph. 3)*	550
Total Net	1,550

SUPPORT

Multi-Purpose Storage (Phase 2)	500
Classroom Storage	75
Health Equipment Storage	800+
General Storage	1,200
Game General Storage	70
Gen. Storage @ 2 nd	50
Coats	90
Janitor (30sf, 40sf)	70
Exterior Storage	50
Mechanical / Electrical / Sprinkler	465
Elevator Machine	50
Janitor (Phase 3)*	40
Misc. Storage (Phase 3)*	250
Outdoor Furniture Storage (Phase 3)*	500
Total Net	4,240

TOTAL BUILDING NSF **23,517**

Efficiency Factor Gross to Net = +/-1.26

TOTAL BUILDING GSF **+/- 29,630**

The following graphics show the process of programming and adjacency rationales.

PROGRAM LIST

<u>ENTRANCE - 800 nsf</u>		<u>PROGRAM AREAS - 13,977 nsf</u>		<u>FOOD</u>	
Lobby/Recept - 500 sf		Multi-Purpose - large - 2,085 sf		<u>SERVICE - 650 nsf</u>	
Grand Stair - 300 sf		Multi-Purpose - small - 1,560sf		Kitchen - 420 sf	
<u>ADMIN. - 1155 nsf</u>		Performance Area (450sf in small MP)		Pantry/Office - 140 sf	
Recept. - 90 sf		Lounge/Cafe - 900 sf		Receiving - 90 sf	
Director - 175 sf		Game - 990 sf		<u>SUPPORT - 1600 nsf</u>	
Transp/Vol. Coord.-150 sf		Library/ Sun Room - 300 sf		Multi-Purpose Stor. - 515 sf	
Office - 130 sf		Conference/Cards - 440 sf		Classr'm - 36 sf, 24 sf, 26 sf	
Staff - 525 sf		Media Room - 300 sf		Health Equipment - 800 sf	
Copy / Storage - 85 sf		Classroom - Computer - 650 sf		Gen. 60 sf, 15 sf, 15 sf, 60 sf	
<u>SOC. SVCS - 725 nsf</u>		Classroom - Arts /Crafts - 690 sf		Coats - 62 sf, 60 sf, 8 sf	
Health - 120 sf		Classroom - 520 sf		Janitor - 32sf, 30sf, 42sf	
Outreach - 150 sf		Fitness Equipment Rm - 1080 sf		Mech./Elev. Mach. 465sf/51sf	
Counseling Office - 150 sf		Gift Shop - 100 sf (carts in corridor)		Ext. Stor.(shovels, etc.)- 50 sf	
Counseling/Break Rm - 305 sf		Screened-In Porch - 300 sf		Outdoor Furn. Stor. - 500 sf	
		Greenhouse - 800 sf		General Stor. - 1200 sf	
<u>RESTROOMS - 992 nsf</u>		Theater Room - 625 sf		<u>SITE</u>	
Men - 165 sf, 135 sf, 120 sf		Music Room - 600 sf		<u>IMPROVEMENTS</u>	
Women - 182 sf, 144 sf, 126 sf		Pottery - 480 sf		ACCESS DRIVES	
Companion Toilet - 60 sf		Woodworking - 980 sf		DROP-OFF AREA (covered)	
HC / Staff Toilet - 60 sf		Locker / Changing Rooms - 577 sf		PARKING (120 spaces)	
				SERVICE YARD	
<u>Final Size</u>				OUTDOOR RECREATION	
<u>+/- 29,200 GROSS SQ. FT.</u>				SPACE (gardens, tennis, terrace)	
				FUTURE EXPANSION SPACE	

PHASE 1A PHASE 2
PHASE 1B PHASE 3*

* Phase 3 programming to be revisited prior to Phase 3 construction.

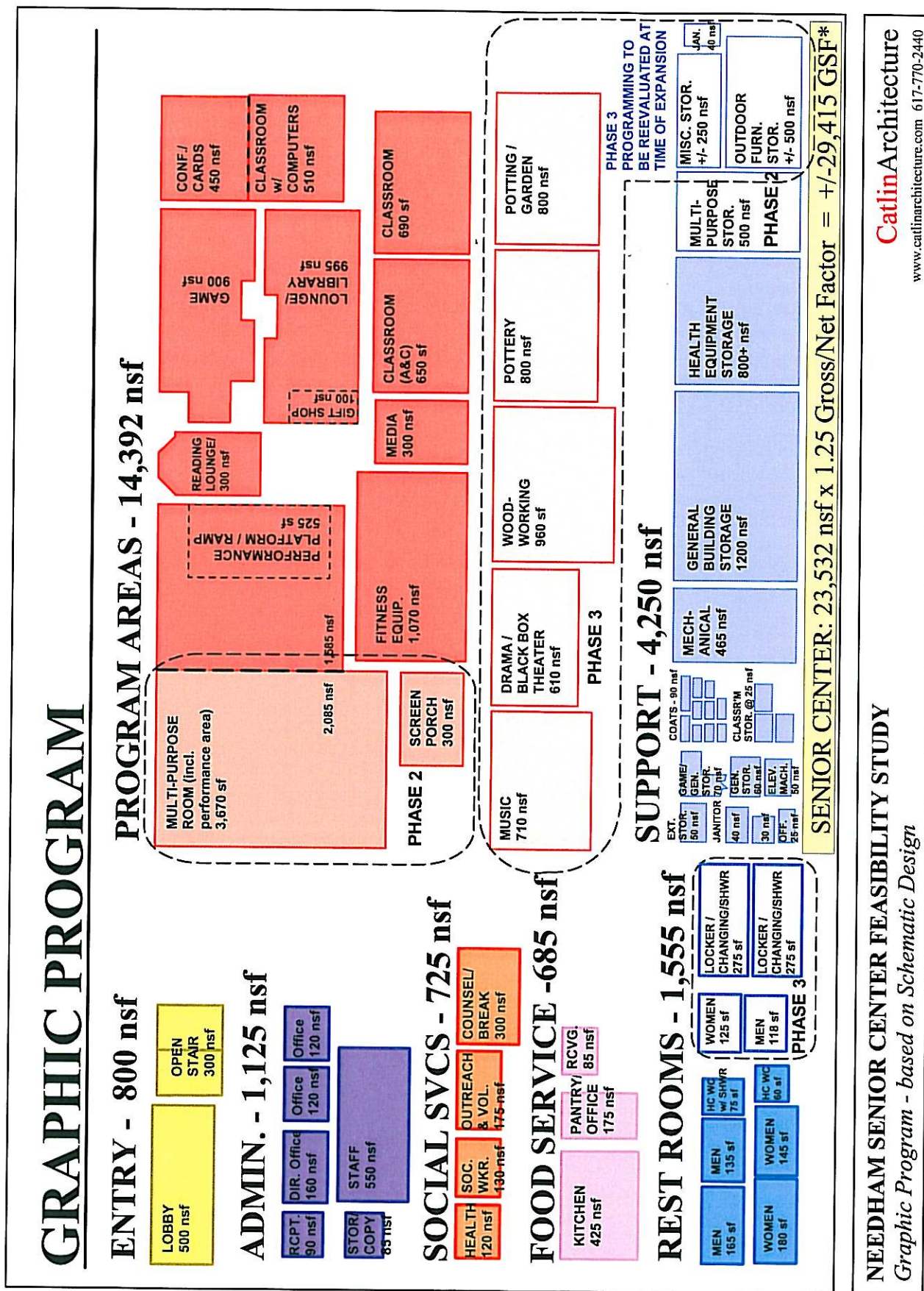
NEEDHAM SENIOR CENTER FEASIBILITY STUDY

Program List - Progress Scheme C - 3/6/07

CatlinArchitecture

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Figure 5.1 Program List



NEEDHAM SENIOR CENTER FEASIBILITY STUDY

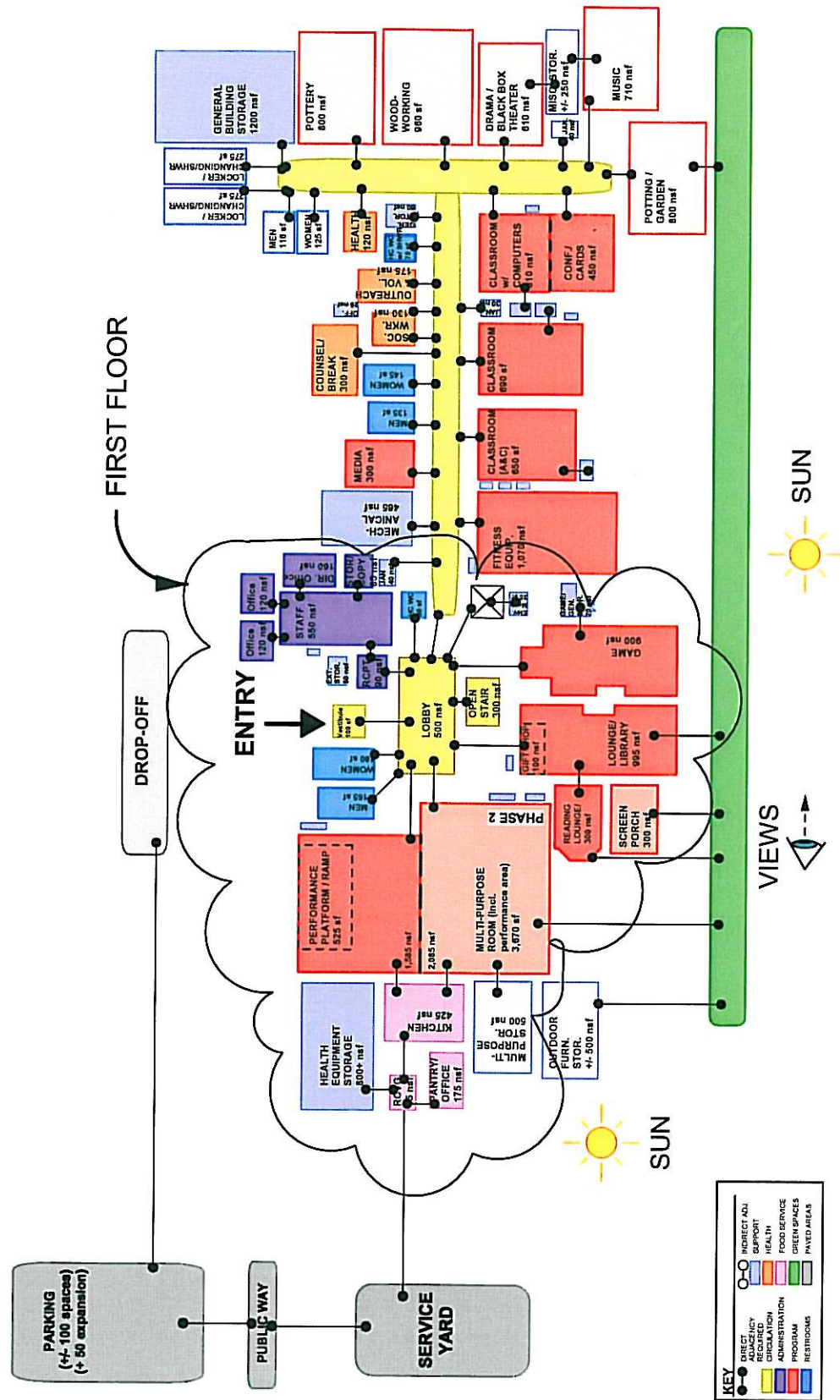
Graphic Program - based on Schematic Design

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Figure 5.2 Graphic Program

ORGANIZATIONAL & ADJACENCY DIAGRAM



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NEEDHAM SENIOR CENTER FEASIBILITY STUDY *ORGANIZATIONAL & ADJACENCY DIAGRAM*

Figure 5.3 Organizational & Adjacency Diagram